



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 442-9281 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Attendance Intervention

Description This training is based on the DCPS Truancy Protocol which defines a process to follow when students have unexcused absences. The class includes training on the process teachers use to enter notes in Teacher Assistant when a student has an unexcused absence in a course, and also covers the process used to generate attendance intervention letters and document the interventions in DC STARS.

Targeted Audience Counselors and/or Designee

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Counselors Training

Description In this class, counselors will receive a review of key tasks such as : 1) changing student schedules, 2) the student diploma screen, 3) the transcript, 4) credit details and more.

Targeted Audience Secondary School Counselors Only

Location 825, 5th Floor Computer Lab

Time AM Sessions – 9 AM to 12 PM
PM Sessions – 1 PM to 4 PM

Elementary School Daily Attendance Training

Description Elementary school personnel (grades PS-6) responsible for attendance are taught how to record daily attendance for an individual student, for a class and how to print a variety of attendance reports.

Targeted Audience Elementary School

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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DC STARS Training Calendar

Education Campus Point-of-Contact Period Attendance Training

Description Education Campus personnel (PS-8) responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience Education Campus Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Middle/High School Point-of-Contact Period Attendance Training

Description High/Middle School personnel responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience High/Middle School Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Education Campus Point-of-Contact Mark Entry Training

Description Education Campus personnel (PS-8) responsible for training/assisting teachers with mark entry, are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

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DC STARS Training Calendar

Middle School Point-of-Contact Mark Entry Training

Description Middle School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions – 1 PM to 4 PM

High School Point-of-Contact Mark Entry Training

Description High School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Point-of-Contact Electronic Elementary Report Card (EERC)

Description Personnel responsible for training/assisting teachers with the electronic elementary standards based mark entry are taught how to record marks for a class, for an individual student and how to print report cards. These designees are responsible for training/assisting teachers with the electronic elementary standards based mark entry. **Only offered to schools that participated in the SY2008/09 Pilot of the Electronic Elementary Report Card Pilot Program.** **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience POC designated by school principal.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

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DC STARS Training Calendar

DC STARS Reports Training

Description An introduction to reporting such as customizing, previewing and printing pre-defined reports as well as more advanced topics such as creating custom reports using the adhoc feature and exports to a third party software such as MS Excel.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

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STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar January 2010

Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days					1/1
825 5th floor					Holiday
All Days	1/4	1/5	1/6	1/7	1/8
825 5th floor	<i>Open Workshop Call 442-9281 for Reservations</i>	STARS Overview AM		Reports Training AM	
		Student Info Manager PM			MS/SHS POC Period Attendance PM
All Days	1/11	1/12	1/13	1/14	1/15
825 5th floor	<i>Open Workshop Call 442-9281 for Reservations</i>			<i>Open Workshop Call 442-9281 for Reservations</i>	POC EERC Training AM
			Reports Training PM		SHS POC Mark Entry PM
All Days	1/18	1/19	1/20	1/21	1/22
825 5th floor	Holiday	STARS Overview AM	<i>Open Workshop Call 442-9281 for Reservations</i>	EC POC Mark Entry AM	
		Student Info Manager PM			
All Days	1/25	1/26	1/27	1/28	1/29
825 5th floor	MS POC Mark Entry AM	Pre-Scheduling SHS AM	<i>Open Workshop Call 442-9281 for Reservations</i>	Pre-Scheduling SHS AM	
			<i>Open Workshop Call 442-9281 for Reservations</i>		

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.

Version Date: 01/15/10



STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar February 2010					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	2/1	2/2	2/3	2/4	2/5
825 5th floor		STARS Overview AM	<i>Open Workshop Call 442-9281 for Reservations</i>	Reports Training AM	
	Pre-Scheduling SHS PM	Student Info Manager PM		<i>Open Workshop Call 442-9281 for Reservations</i>	
All Days	2/8	2/9	2/10	2/11	2/12
825 5th floor	ES Daily Attendance AM	<i>Open Workshop Call 442-9281 for Reservations</i>	MS/SHS POC Period Attendance AM	<i>Open Workshop Call 442-9281 for Reservations</i>	
	Reports Training PM		Attendance Intervention PM		
All Days	2/15	2/16	2/17	2/18	2/19
825 5th floor	Holiday	<i>Open Workshop Call 442-9281 for Reservations</i>	STARS Overview AM		POC EERC Training AM
			Student Info Manager PM		
All Days	2/22	2/23	2/24	2/25	2/26
825 5th floor	<i>Open Workshop Call 442-9281 for Reservations</i>		<i>Open Workshop Call 442-9281 for Reservations</i>		<i>Open Workshop Call 442-9281 for Reservations</i>

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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Version Date: 01/15/10



Training Registration Form

Instructions:

1. Fill in the information requested below. **Editable PDF – you can type directly on the form before printing.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The latest class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax or email your completed registration form to the training coordinator.
Fax: [202-442-5728](tel:202-442-5728) Email: stars.help@dc.gov (Subject: Training Registration)

Training Participant:

First Name:	_____	MI:	_____	Last Name:	_____
School Name:	_____			School Code:	_____
DCPS/DC.Gov Email:	_____			HQ Domain User Id:	_____
Agency (i.e. OSSE Child Family Agency):	_____			Phone Number:	_____
Position (at School/ Agency):	_____				

I am a new user and will need a DC STARS login ID. Yes _____ No _____
(If yes, an id will be given at the end of **DC STARS Overview** training.)

Class Requests:

Course Name	Date /Session	Location
<i>Example: DC STARS Overview</i>	<i>June 13 PM</i>	<i>825</i>

Training Sessions without a minimum enrollment of 4 persons are subject to cancellation.
Confirmation will be sent to your *dc.gov* email address.